

	<h2>Production Operator</h2>	<h2>Production</h2>
<i>Prepared By: Tami Gwynn</i>	<i>Approved By: Rhonda Messick</i>	<i>Effective Date: 10/10/2018</i>

FLSA Designation: Hourly/Non-Exempt
Supervision Received/Exercised: Production Supervisor
GL Code:

Job Summary:

Performs set-ups, start-ups, makes adjustments and operates equipment. Identifies acceptable or unacceptable product quality per customer requirements on a production line. Performs wash and changeover of equipment.

Job Duties:

Duties may include, but are not limited to the following:

- Performs set-ups, makes adjustments and operates packaging equipment
- Performs required machine clean-up/change over
- Checks run schedule to produce scheduled production
- Works with maintenance to identify machine issues and return the machine to normal operating conditions
- Supply/load cartons, cases, or film into machines as needed
- Observe machine operation at all times
- Remove/sort unacceptable product. Place product or waste into designated color-coded containers
- Checks scales and records weights per customer specifications
- Understand and check code dates
- Perform required housekeeping to maintain 5S and keep work areas clean, such as sweeping floor, putting trash into trash containers and picking up product from floor
- Follow Good Manufacturing Practices (GMPs) at all times
- Meet Company attendance standards
- Comply with all safety, health and environmental regulations as prescribed by law
- Follow LOTO and safety protocols
- Comply with all Company rules, regulations and policies
- Actively participate in HPS, and update KPIs in the work area
- Perform all other duties as assigned

Required Competencies & Knowledge:

Ability to:

- Communicate in English to give and acknowledge instructions and problems
- Physical and mental ability to work in excess of 40 hours per week
- Work in a fast paced environment in close proximity to others
- Distinguish colors
- Add, subtract, multiply and divide in various units of measure, including whole numbers, common fractions and decimals
- Interpret a variety of instructions furnished in written, oral, diagram and schedule form
- Work well with others in stressful situations and meet deadlines as necessary; work in close proximity to co-workers

Work Environment:

- Work in light to moderate noise levels
- Work in variable temperatures and weather conditions
- Work in wet, humid areas
- May work near moving mechanical parts and may be exposed to airborne particles and vibration

Physical Requirements:

- Reaching with hands/arms throughout shift
- Ability to use hands and fingers
- Ability to see, hear and talk
- Ability to lift/carry up to 50 pounds
- Ability to walk up to 400 yards to work areas
- Stand entire shift
- Perform general housekeeping, including mopping, sweeping, etc.
- May climb steps to and from work and break areas
- Good hand/eye coordination and manual dexterity for repetitive tasks
- Repetitive bending, stooping and twisting throughout shift
- Push/pull items up to 2600 pounds with assistance

Minimum Qualifications:

- High school diploma or G.E.D. preferred
- Knowledge and use of SAP preferred; experience in the food industry a plus
- Basic math and reading skills required
- Basic PC skills required
- Basic mechanical and problem solving skills required
- Ability to measure and read scales and thermometers; understands units of measurement
- Ability to work safely on any shift (8-12 hours/day), weekends and overtime
- Ability to perform job duties with minimal supervision

Safety & Environmental:

Employee shall follow factory safety & environmental objectives and targets; follow the plant safety rules, report incidents and near misses immediately, maintain compliance with regulations, and take personal ownership of the Safety in their area – to include the safety of visitors and contractors. The employee will also take action to reduce negative environmental impacts by conserving paper, electricity, water and will also recycle all appropriate materials (paper, plastic, food, etc.)

Quality:

Employees shall follow factory food safety, quality objectives & targets; follow Hearthside Good Manufacturing Practices, report food safety and quality issues immediately and maintain compliance with regulations. The employee will also understand the food safety and quality aspects of the position as indicated on QMS, OJT's and SOP's that apply.

ACKNOWLEDGEMENT	
Employee (please print) _____	
Signature _____	Date: _____
Manager Signature _____	Date: _____